



STATEWIDE PROMOTIONAL EXAMINATION TRANSPORTATION MANAGER'S ASSISTANT

ANNUAL \$40,539
SALARY: \$52,942

SALARY
GROUP: TC 14

APPLICATION CLOSING
DATE: MARCH 9, 2015

EXAM
NO: 150170SPMB

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for performing a full range of general clerical and general maintenance assistance functions for the Transportation Maintenance Manager and coordinating the reports, records, correspondence and other maintenance related information received from maintenance facilities.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **MARCH 9, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Two years of general clerical work experience.

SUBSTITUTION ALLOWED: Two years of general maintenance support experience that includes a substantial portion of time on related clerical duties such as described in the Examples of Duties section may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class must be willing to accept assignment to emergency duties, including snow and ice removal maintenance and/or office support whenever his or her services are required.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must have sufficient strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness in order to perform the duties of the class. (2) A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class are exposed to extremes of weather conditions, occasionally to lifting of moderate weights, to poison ivy, insect bites and allergy irritants during summer months and to loud and potentially dangerous machinery.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of general office systems and procedures; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions; some ability to perform basic maintenance tasks.

EXAMPLES OF DUTIES: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals; sets up and maintains office procedures, filing and indexing systems and forms for own use; composes routine correspondence; compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format); provides general information and referral services in response to citizen complaints or questions regarding the agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical and/or maintenance functions; maintains calendars of due dates and initiates recurring work or special clerical and/or maintenance projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions or purchase orders for subsequent action; prepares payment lists and billing invoices; codes equipment repair work orders in the fleet management system; takes minutes at meetings and fact-findings; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; coordinates daily and monthly activity reports between garages within a section; assists Transportation Maintenance Manager with handling of complaints, special requests and local maintenance issues; monitors balances of salt, sand and de-icing chemicals; schedules preconstruction meetings; operates radio communications equipment; performs snow removal around facility and gas tanks; may distribute mail; may mow and perform general maintenance functions around facility; may assist stores section with material handling; performs related duties as required.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

**PART
WRITTEN**

**WEIGHT
100%**

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, APRIL 29, 2015
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by March 9, 2015. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.